

Mir Mustafa Ali Khan

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OBJECTIVE

I am Mustafa Ali Khan, seeking an honorable role to leverage my 5+ years of experience in healthcare management, business development, and administrative support. I aim to contribute to a reputable organization's success through my knowledge of healthcare processes, client relationship management, and operational Efficiency, while advancing my skills in a dynamic environment.

EXPERIENCE

- Eclat Health Solutions - (AR) Process Associate - Health Care Management** *Aug 2023 - Nov 2024*
  - Revenue Cycle Management and Claims Management: 1.5+ years of experience in RCM, accounts receivable follow-up, denials management, eligibility verification, and claims processing.
  - Project Management and Leadership: Successfully led projects, recovering \$1.6 million in payments and driving timely collections.
- Synchrony - Junior Business Developer** *Aug 2022 - July 2023*
  - Business Development and Market Analysis: Supporting business growth through client relationships, market analysis, and identifying new opportunities.
  - Sales and Deal Closure: Tracking sales performance, analyzing trends, and closing deals to drive company growth.
- Graphic Needs Pvt Ltd - Real Estate agent & Administrative Assistant** *Jan 2020 - Jul 2022*
  - Admin Support: Over 2 years of experience in office operations, market analysis, and managing sales and purchases.
  - Customer Service Support and Office Correspondence: Skilled in handling emails, phone calls, and professional customer service to clients while resolving inquiries with the team.

EDUCATION

**Osmania University, Hyd**  
*2019 - 2022*  
Bachelor's in Commerce (Computer Application).

SKILLS

Communication Skills • Negotiation  
Management Skills • Problem Solver  
Critical Thinking • Multi Tasking  
Computer literate • Ms Office  
Adaptability and Flexibility

LANGUAGES

English • Hindi • Urdu • Telugu

PERSONAL DETAILS

Nationality : Indian  
Visa Status : Visit Visa

CERTIFICATIONS

Data Analytics | Feb - May 2024 | TechZone  
Through this certification, I learned data analysis and visualization tools to optimize business processes and drive results.